

[? Help](#)

Job details

Job 1 of 1

[Apply to job](#)[Save to cart](#)[View similar jobs](#)

Bulletin Number 24604BR

Type of Recruitment Transfer Opportunity

Department Registrar-Recorder/County Clerk

Position Title MANAGEMENT ANALYST

Additional Title RISK MANAGEMENT

Filing Type Open Continuous

General Information The Department of Registrar Recorder/County Clerk is currently seeking highly qualified **MANAGEMENT ANALYST** to fill a vacancy in the Human Resources Division.

APPLICATIONS MUST BE FILED ONLINE ONLY.
APPLICATIONS SUBMITTED BY MAIL, FAX, OR IN PERSON
WILL NOT BE ACCEPTED.

Requirements **REQUIREMENTS:**

Must be permanent employees of the County of Los Angeles who currently hold or have held the payroll title of MANAGEMENT ANALYST or of an equivalent classification eligible for an administrative reassignment in accordance with Civil Service Rule 15.

Interested candidates who meet the **Requirements** are invited to apply by submitting an application ONLINE ONLY and email supporting documents within five (5) business days from the time of filing:

1. A cover letter with EMPLOYEE NUMBER and resume;
2. Copies of last two Reports of Performance Evaluation;
3. Copies of past two years' Prime Variance Time History Report;
4. Two writing samples

The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. All submitted documents will be evaluated and **only the most qualified candidates will be scheduled for an interview.** Successful candidates must complete a background review which includes a review of their official personnel folder and reference check.

Requested materials should be emailed to hrrecruitment@rrcc.lacounty.gov **Attention: Brittany Crowder.** In your email or fax, please provide your name, phone number, and position title.

We may close this transfer opportunity announcement at any time without prior notice.

Desirable Qualifications The ideal candidate possesses the following knowledge, skills, and abilities:

1. Demonstrated knowledge in State and Federal laws and regulations and County policies and procedures pertaining to the Americans with Disabilities Act, emergency and disaster planning and preparedness, business continuity planning, and applicable

Risk Management concepts and principles.

2. Demonstrated knowledge and understanding of the various Memoranda of Understanding covering represented employees in the Department.
3. Motivated, dependable and resourceful; able to prioritize tasks and work with a sense of urgency.
4. Strong computer skills in Microsoft Office Suite including Word, Excel, Access, and PowerPoint, and Outlook; ability to work with various databases for efficient recordkeeping.
8. Excellent analytical and problem solving skills.
9. Strong oral and written communication skills focused on enhancing tactful and diplomatic communications with stakeholders.
10. Ability to work well with all levels of staff.

Duties

Lead the more complex and non-routine assignments associated with the Emergency/Disaster Management and Business Continuity Plan (BCP) functions.

Revise, update, and implement BCP policies and procedures, as well as coordinate efforts with key personnel to ensure departmental operations can be successfully implemented at alternate work locations.

Research and locate appropriate alternate work sites; partner with local agencies and county departments to ensure adherence to BCP implementation.

Revise, update, and implement the Building Emergency Plan and Quick Reference Guide annually to reflect current best practices and staffing.

Implement, coordinate, and assess the Emergency Management program according to State and Federal guidelines. Make revisions and provide guidance and recommendations on policies and procedures as necessary.

Coordinate evacuation and earthquake drills, train, interact and document meetings with employees with disabilities to provide safe evacuation practices.

Assist in conducting and developing training sessions and materials with Emergency Response Team members to ensure safe and effective departmental evacuation/disaster management procedures are followed according to protocol.

Attend Departmental Emergency Coordinator meetings as needed.

Periodically compile and distribute Risk Management reports to

stakeholders identifying current issues and cases related to Workers' Compensation, Automobile Liability, and Employment Practices liability.

Prepare and distribute the monthly Inclusive Emergency Planning report identifying departmental best practices for those with Access and Functional Needs to the Chief Executive Office.

Facilitate and manage routine to complex general liability cases involving the general public, fleet and rental vehicles, property damage, and document recording cases. Interface with the Third Party Administrator and/or County Counsel regarding such cases and maintain appropriate records.

Maintain various documents and records.

Vacancy Information The vacancy is located at Registrar-Recorder/County Clerk Headquarters, 12400 Imperial Highway, Norwalk, CA 90650.

Contact Name Brittany Crowder

Contact Phone (562) 462-3396

Contact Email hrrrecruitment@rrcc.lacounty.gov

Job Field Administration

Job Type Officials and Administrators

[Apply to job](#)[Save to cart](#)[View similar jobs](#)